



**DETERMINATION ON THE FOREIGN  
SERVICE DISPENSATION  
(FSD)**

**1 JANUARY 2008**

**MADE BY THE MINISTER FOR PUBLIC SERVICE AND  
ADMINISTRATION**

**CONTAINS ADJUSTMENT IN ALLOWANCES W.E.F.  
1 APRIL 2010**



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## **PART 1: DETERMINATION ON THE FSD**

### **1. SCOPE**

- 1.1. This Determination on the FSD is applicable to designated employees who serve in a foreign country at a RSA mission abroad and fall within the scope of the PSCBC.
- 1.2. This dispensation does not apply to-
  - 1.2.1. persons who are recruited and employed abroad by the DIRCO or other departments at a RSA mission (conversantly referred to as "locally recruited personnel") or;
  - 1.2.2. employees serving abroad who are not attached to missions.

### **2. AUTHORISATION**

This Determination is made in terms of the provisions of section 3(3)(c) of the Public Service Act, 1994 as amended, by the Minister for Public Service and Administration.

### **3. PURPOSE OF THE DETERMINATION**

- 3.1. The purpose of this determination is to give effect to PSCBC Resolutions 8 of 2003 and 1 of 2008.

### **4. IMPLEMENTATION DATE**

- 4.1. The FSD is effective from 1 December 2003. Amendments effected to this Determination emanating from PSCBC Resolution. 1 of 2008 shall be effective with effect from 1 January 2008.
- 4.2. The MPSA shall annually adjust the allowances contemplated in this Determination with effect from 1 April of each year. The first adjustment following the implementation of PSCBC Resolution 1 of 2008 done with effect from 1 April 2009.

### **5. OBJECTIVES OF THE FSD**

- 5.1. The objective of the FSD is to enable a designated employee who wishes to perform foreign service and who is assigned to perform such service to maintain a standard of living commensurate with the image which the Government wishes to project abroad. To this end the FSD supports and seeks to achieve the following principles:
  - 5.1.1. Reimburse a designated employee for the cost of relocating her/his household; additional expenses necessarily incurred by her/him in regard to the adequate schooling of her/his dependent children; the cost of maintaining family ties; the cost of maintaining contact with the South African way of life; and the additional cost of medical and related services.
  - 5.1.2. Provide a designated employee with dwelling and work facilities on a basis that will enable her/him to operate effectively as a representative of the RSA abroad.



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- 5.1.3. Compensate a designated employee for higher costs of living abroad and also for additional costs incurred by her/him to generally function at the required level.
  - 5.1.4. Reimburse a designated employee for direct expenses incurred in the performance of specific official duties abroad.
  - 5.1.5. Provide relief from or compensate a designated employee for additional costs resulting from particularly onerous conditions, which she/he and her/his household are subjected to as the result of working at certain missions.
  - 5.1.6. Provide special measures or facilities to meet extraordinary needs such as death or serious illness of a designated employee or her/his family members and evacuation of a designated employee and her/his household in an emergency.

## 6. DEFINITIONS

- 6.1. **"applicable foreign currency"** means the currency in which the FSD elements COLA, DPACA, CA and clothing grants are paid which need not be the local currency of the relevant country where the mission is;
- 6.2. **"dependent child"** means an biological or adopted child or a stepchild for whose care the designated employee is legally responsible and who is –
  - 6.2.1. school going and under 18 years of age; or
  - 6.2.2. under 23 years of age and engaged in full-time study; or
  - 6.2.3. unable to attend a normal school or obtain reasonable full-time paid employment due to physical disabilities;
- 6.3. **"dependent spouse"** means a spouse who is not -
  - 6.3.1. engaged in full-time paid employment; or
  - 6.3.2. eligible for the FSD;
- 6.4. **"designated employee"** means a RSA Government Employee that is a South African citizen employed at a RSA Mission abroad (excluding locally recruited personnel);
- 6.5. **"difficult post"** means a post that has been classified as such by the DIRCO and determined as such by MIRCO;
- 6.6. **"DPACA"** means the Difficult Post Additional Cost Allowance which is a hardship allowance;
- 6.7. **"DPACA key norm amount"** means the amount of R10,000 on which the initial calculation was based and the current key norm amount is indicated the Annexure A to this Determination;
- 6.8. **"duty tour"** means the standard four year period that a designated employee renders foreign service duty at a mission abroad;



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- 6.9. **"ECA"** means the Employment Conditions Abroad, a firm selected to provide information on foreign service remuneration and compensation;
- 6.10. **"employer"** means the Department of Foreign Affairs or a participating department;
- 6.11. **"Household"** means two adults excluding children;
- 6.12. **"life partner"** means the partner as registered in terms of the GEPF and who is not married to any other person in terms of the Recognition of the Customary Marriages Act No 120 of 1998 or the Marriages Act No 25 of 1961;
- 6.13. **"locally recruited personnel"** means a foreign national (other than a permanent resident of South Africa) employed locally by the South African Government at a diplomatic or consular mission abroad for the purpose of rendering supportive services to the mission;
- 6.14. **"married couple"** means a couple married in terms of customary or indigenous law or in terms the Recognition of Customary Marriages Act, 1998 or the Marriages Act, 1961;
- 6.15. **"service bonus"** means one twelfth of the annual basic salary notches for levels 6 to 12 and one twelfth of the basic salary (60%) of the SMS member's package payable as a 13<sup>th</sup> cheque for the member who structured for a 13<sup>th</sup> cheque;
- 6.16. **"single designated employee"** means a designated employee who is not married in terms of the Recognition of the Customary Marriages Act No 120 of 1998 or the Marriages Act No 25 of 1961 or does not have a registered life partner;
- 6.17. **"spouse"** means a person registered by the designated employee with the employer as the lawful husband or wife or life partner for the use of the benefit, worker compensation or work facility: Provided that a designated employee -
- 6.17.1. may register one spouse married under customary or indigenous law, with the employer; or
- 6.17.2. may register only one life partner with the employer who is not married to any other person in terms of the Recognition of Customary Marriages Act, 1998 or the Marriages Act, 1961, and will only be recognised if approved of by the receiving country in terms of DIRCO recruitment policy; or
- 6.17.3. who has a spouse registered with the Employer in terms of the Recognition of Customary Marriages Act, 1998 or the Marriages Act, 1961, may not register a life partner with the Employer;
- 6.18. **"travelling privilege"** means to be the cost of an air travel ticket from the mission to Johannesburg International and back to the mission.

## 7. ACRONYMS

The following acronyms for purposes of this determination means the following:

- 7.1. **"CA"** means the Child Allowance;
- 7.2. **"COL"** means the Cost of Living;



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- 7.3. **"COLA"** means the Cost of Living Allowance paid to employees serving abroad;
- 7.4. **"AC"** = Accompanied COLA payable at the "married" tariff
- 7.5. **"UC"** = Unaccompanied COLA payable at the single tariff
- 7.6. **"COLI"** means the Cost of Living Index;
- 7.7. **"CPI"** means the Consumer Price Index;
- 7.8. **"DGIRCO"** means the Director-General of International Relations & Coordination;
- 7.9. **"DGPSA"** means the Director-General of Public Service and Administration;
- 7.10. **"DIRCO"** means Department of International Relations & Cooperation, formerly the Department of Foreign Affairs;
- 7.11. **"DPSA"** means the Department of Public Service and Administration;
- 7.12. **"FSD"** means the Foreign Service Dispensation;
- 7.13. **"FSDCC"** means the Foreign Service Dispensation Co-ordinating Committee;
- 7.14. **"GEPF"** means the Government Employees Pension Fund;
- 7.15. **"HOD"** means the Head of the Department;
- 7.16. **"HOM"** means the Head of Mission;
- 7.17. **"IERF"** means the Index Exchange Rate Function;
- 7.18. **"JE"** means job evaluation;
- 7.19. **"MIRCO"** means the Minister of International Relations & Cooperation or her/his delegate;
- 7.20. **"MOF"** means the Minister of Finance or her/his delegate;
- 7.21. **MPSA"** means the Minister for the Public Service and Administration or her/his delegate;
- 7.22. **"NT"** means the National Treasury;
- 7.23. **"FSPRS"** means the official Foreign Service Pay Roll System of the DIRCO.
- 7.24. **"RSA"** means the Republic of South Africa;
- 7.25. **"SMS member"** means a member of the Senior Management Services;
- 7.26. **"UN RPI"** means United Nations Retail Price Index.



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## 8. ELEMENTS OF THE FSD INCLUDING CALCULATION AND RULES FOR PAYMENT

### 8.1. RSA SALARY

On transfer abroad payment of the designated employee's RSA salary is continued subject to the following rules of payment, measures and conditions:-

- 8.1.1. The net amount of RSA salary is deposited on behalf of the designated employee into her/his account at a registered financial institution in the RSA on the normal date of payment;
- 8.1.2. If the designated employee wishes to receive her/his RSA salary abroad, she/he must arrange this through the registered financial institution in the RSA where the salary has been deposited on her/his behalf by her/his department;
- 8.1.3. Where above is applied, the current exchange rate, which the institution in the RSA uses for the transaction, will be applicable;
- 8.1.4. The employer effecting the above will provide the financial institution (see definition) with Reserve Bank authority for transferring the amount concerned abroad once the request has been received from the designated employee;
- 8.1.5. The open authority of the Reserve Bank is valid for one year and should be renewed annually. The RSA salary earned in the book year concerned must therefore be transferred abroad in the same book year if the designated employee so chooses. A salary earned in one book year can ONLY be transferred abroad in the following book year (years) once the relevant permission of the Reserve Bank through a commercial bank has been obtained;
- 8.1.6. The designated employee can claim the expenses attached to the transfer of the Rand salary abroad from the employer;
- 8.1.7. As in the case of a designated employee stationed in the RSA, taxation on the RSA salary is collected in the RSA.

### 8.2. REMUNERATIVE AND COMPENSATIVE ALLOWANCES AND PAYMENTS PAYABLE IN RAND IN THE RSA

- 8.2.1. All remunerative and compensative allowances and payments not dealt with separately in this Determination for which the designated employee meets the requirements for the payment thereof, shall be paid or continued unchanged in the RSA in accordance with the general measures applicable to public service employees during periods of service abroad.
- 8.2.2. The net amounts payable are deposited on behalf of the designated employee in her/his account at a registered financial institution in the RSA.

### 8.3. COST OF LIVING ALLOWANCE (COLA)

- 8.3.1. Employees designated for deployment in the foreign service abroad shall be eligible for receiving Cost of Living Allowance (COLA).





8.3.2. The purpose of COLA is to compensate a designated employee stationed abroad for COL expenses based on the principle that it is expected of designated RSA employees stationed abroad to maintain a standard of living commensurate with the representational standard determined by the RSA Government.

8.3.3. The MIRCO will determine the applicable foreign currency in which COLA annual amounts are payable in the different countries where the RSA has missions.

8.3.4. The COLA payable to accompanied designated employees is different from the payout for unaccompanied designated employees.

8.3.5. **DETERMINING AND ADJUSTMENT OF COLA AMOUNTS PAYABLE**

8.3.5.1. The MPSA determines the COLA amounts for which purpose that following arrangements shall apply:

(a) **DETERMINATION OF COLA KEY NORM AMOUNTS**

(i.) For purposes of determining the COLA rates and COLA key norm amounts the USA shall be utilised as the base for the respective missions, but based upon the cost of a basket of goods per salary level.

(ii.) The COLA key norm amounts shall be determined as follows:

A The basic basket of goods and services is determined for an accompanied and unaccompanied (i.e. accompanied less than 7.5%) employee in New York and the key norm amounts are converted by the IERF obtained from the UN RPI for each mission. (The basket of goods for an individual in New York is obtained from the ECA and is used to determine the cost of living expense in New York. From this information, the COLA key norm amount is determined for an accompanied employee in New York.) Example, if an accompanied employee receives \$55,188 p.a., an unaccompanied employee would receive \$55,188 less 7.5% = \$51,048 p.a. (rounded to be divisible by 12).

B The cost of the basket is incremented by 15% per salary level based on the difference in job level from one salary level to another.

C The basket is re-priced each year using the ECA's New York Index of 300 items customised to match the items to be converted by the COLA.

(b) **UTILISATION OF MEDIAN REMUNERATION DATA**

Given the fact that South Africa is considered to be near the centre of distribution of countries in the "middle income grouping", the



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median remuneration data shall be utilised for purposes of determining the COLA.

(c) **INCOME COVERED BY COLA**

The COLA shall be based upon a basic basket of goods specifically tailored to those items covered by the COLA in New York and excluding all items provided in kind. The determination of the corresponding COLA's in each city and country is then calculated using the UN RPI based on South African FSD weights, as well as the exchange rate that is utilised to calculate the UN RPI. The prices of the items in the basket shall be adjusted annually.

(d) **APPLICATION OF COLA ADJUSTMENTS**

(i.) With a view to ensuring stability from year to year, no negative adjustments shall be effected to an existing COLA due to the exchange rate fluctuations. In other words where an adjustment indicates that the newly calculated COLA is lower than the existing COLA, the latter is retained. However, when there is clear evidence that the price index has decreased (i.e. the local cost of the basket of goods decreased in real terms) the COLA should decrease incrementally by no more than 5% to reduce possible financial hardship on the employees concerned.

(ii.) Noting that a sudden dramatic change in the exchange rate can result in a dramatic increase in the calculated COLA, a phased increase should be followed in the COLA adjustment. Therefore, where an adjustment indicates the newly calculated COLA is more than 5% higher than the CPI of the currency paid at the mission, the existing COLA should be increased by the average of the percentage change in the calculated COLA and the CPI percentage for the past year.

(e) **USE OF CITY COLI INSTEAD OF COUNTRY COLI**

Noting that South African Missions are to be found in different cities in the same country and that the cost-of-living may vary from one city to the next within any given country (e.g. a large difference exists in the cost-of-living between Washington DC and New York), the COLI shall be determined for each city, in order to more accurately reflect the COLI differences experienced by employees stationed at the respective South African Missions.

(f) **ANNUAL ADJUSTMENTS**

The MPSA shall with due consideration to the above arrangements adjust the COLA amounts annually with effect from 1 April of each year. Noting that the COLA amounts are adjusted as part of the implementation of the revised FSD w.e.f. 1 January 2008.



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Please refer to Annexures A and B for the COLA amounts payable to accompanied and unaccompanied employees with effect from 1 April 2010.

#### 8.3.6. COLA RULES OF PAYMENT

- (a) In cases where a designated employee serving abroad is not on a standard Public Service grading system level or pay scale or where a designated employee is on a grade level or pay scale clearly higher than that justified by her/his representational role, the MIRCO may decide that such employee be paid the COLA rate applicable to an appropriate lower grade level. The MIRCO may delegate such power to the DGIRCO.
- (b) In the case of a designated employee who is not on one of the standard pay scales/packages attached to Public Service salary levels or who is not, for pay purposes, linked to one of the standard salary levels of the Public Service salary grading system, the MIRCO may, after consultation with such employee's department/institution, decide which of the standard COLA amounts applies to the designated employee.
- (c) On transfer from the RSA to a mission abroad, the COLA shall be paid to the designated employee from the date of arrival at the mission up to and including the day of transfer back to the RSA.
- (d) On transfer between missions abroad, the designated employee shall be paid the COLA applicable at the old mission up to and including the date of her/his departure and is paid the COLA applicable at the new mission from the date following the date of her/his departure from the old mission subject to the rules relating to absences from duty that affect COLA payment.
- (e) On transfer from a mission abroad back to the RSA, the designated employee is paid the applicable COLA up to and including the date of departure from the mission. The COLA (AC) is payable from arrival of the spouse on transfer up to and including the date of departure on transfer up to and including the date of departure from the mission.
- (f) In cases where both members of a married couple are employed as designated employees at a mission (locally recruited personnel – LRP excluded), the couple will receive 100% of the COLA amount as if it is paid to an accompanied designated employee.
- (g) The COLA payout may be split on a 50/50 and be paid to each individual designated employee on written request or paid to an employee designated by the MIRCO.
- (h) Where one household is established by a member of a couple not accompanied by the spouse or by a single designated employee, the unaccompanied COLA (UC) shall therefore be paid to the designated employee at 100% less 7.5%.
- (i) Where one household is being established and is occupied by a married couple or registered life partners and only one member of the couple is a



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designated employee, the accompanied COLA shall be paid at 100% to the eligible employee.

(j) The COLA payout shall be made in terms of the following scenarios:

**(i.) Scenario 1**

A single designated employee will be paid the unaccompanied COLA (UC) equal to 100% of applicable amount less 7.5% = 92.5% irrespective of whether s/he is accompanied by child/ren.

**(ii.) Scenario 2**

A married couple where both members of the married couple are designated employees, 100% of the accompanied COLA (AC) shall be paid to the designated employee or split on a 50/50 basis and paid to each individual designated employee, if requested in writing.

**(iii.) Scenario 3**

A married couple where only one member of the married couple is a designated employee, 100% of the accompanied COLA (AC) shall be paid to the designated employee.

**(iv.) Scenario 4**

In the case of a married couple, where both members of the couple are designated employees, who are stationed at different cities, the unaccompanied COLA (UC) shall be paid to each designated employee even if one member of the couple has to take care of dependent children.

**8.3.7. EFFECTS OF ABSENCE ON THE COLA PAYOUTS**

- (a) For COLA payout purposes, time off afforded to designated employees in terms of the rules governing travelling privileges may not be construed as absence from duty.
- (b) During absence(s) of the designated employee and/or her/his spouse from duty and/or from the mission where the designated employee is stationed, the normal rate based on the designated employee's household (the accompanied/unaccompanied COLA rate) is paid except where specifically determined otherwise.
- (c) If the member of a married couple, both being employees, designated as the employee for COLA payout purposes is absent from duty on annual, sick, maternity or special leave or on employee duty away from official quarters at the mission station or for other reasons, the COLA payout will be reduced proportionally or discontinued.



- (d) If a married couple where both members are designated employees - in instances where the payout is made on a 50/50 basis and the remaining employee has to take care of dependent children, departments must determine whether the remaining employee should not qualify for 100% of the applicable COLA payout during the relevant period.
- (e) COLA payments in relation to duration of absence

Nature and duration of absence	COLA rate
<b>(i.) A Designated Employee On Duty At The Mission But The Spouse Is Away From The Mission</b>	
1 to 60 days	100% of applicable COLA amount payable to accompanied designated employees
61 days and more	100% of a COLA amount payable to unaccompanied designated employees
<b>(ii.) A Designated Employee Absent From Duty On Paid Annual Leave -</b>	
1 to 60 days	100% of applicable COLA amount either AC or UC
61 days and more	0% of applicable COLA amount
<b>(iii.) A Designated Employee Absent From Mission On Official Duty</b>	
1 to 60 days	100% of the applicable COLA amount payable whether AC or UC
61 days and more	50% of the applicable COLA amount payable whether AC or UC.
<b>(iv.) A Designated Employee Absent From Duty On Sick Leave But Lives In Official Quarters At The Mission -</b>	
1 to 60 days	100% of the applicable COLA amount payable whether AC or UC
61 days and more	0%
<b>(v.) A Designated Employee Absent From Duty On Sick Leave And Employee Does Not Live In Official Quarters At Mission-</b>	
1 to 60 days	100% of the applicable amount payable whether AC or UC
61 days and more	50% of the COLA amount payable



<b>(vi.) A Designated Employee Absent From Duty On Maternity Leave But Lives In Official Quarters At The Mission -</b>	
For the duration of the maternity leave	100% of applicable COLA amount payable
<b>(vii.) A Designated Employee Absent From Duty On Maternity Leave And Who Does Not Live In Official Quarters At The Mission</b>	
1 to 60 days	100% of the COLA amount payable
61 days and more	50% of the COLA amount payable
<b>(viii.) A Designated Employee Absent From Mission On Leave Other Than Sick, Maternity, Annual, Family/Responsibility Or Special Leave -</b>	
1 to 30 days	100% if the COLA amount payable
31 to 60 days	75% of the COLA amount payable
61 and more	50% of the COLA amount payable
<b>(ix.) HOM Absent From Mission Because Of Being Recalled -</b>	
1 to 30 days	100% of the COLA amount payable
31 days and more	0% of the COLA amount payable Payable
<b>(x.) A Designated Employee Absent From Duty On Unpaid Leave</b>	
For the duration of this period	0%
<b>(xi.) A Designated Employee Absent From Duty On Special Leave (The HOD Shall Ensure That Her/His Department Has Adopted A Special Leave Policy In Terms Of The Determination On Leave Of Absence In The Public Service)</b>	
1 to 30 days	100% of the COLA amount payable
31 to 60 days	75% of the COLA amount payable
61 days and more	50% of the COLA amount payable

(f) Provided that -

(i.) in the case of a married designated employee where the rule at sub-paragraph (a) above is applied because the spouse is away



from the mission for more than 60 days, the indicated percentage of COLA at the UC rate must in all cases be paid to the designated employee;

- (ii.) in the case of a married couple who are both designated employees and posted to different cities abroad, that each of the employees shall be paid the UC.
- (iii.) where a designated employee's periods of absence for different reasons are contiguous, such periods must be taken separately to determine the COLA rate (percentage) payable to the designated employee during each part of the total period of absence;
- (iv.) in cases where a designated employee and her/his dependants (if any) are housed in a hotel or similar establishment and maintained or by means of subsistence allowance and hotel accommodation cost payments before or after vacating official quarters, COLA shall be payable at the full rate for the first 30 days and at 50% of the full rate thereafter;
- (v.) in the case where a designated employee's spouse took up remunerative employment outside the mission or as an LRP, the COLA amount will be reduced to UC with effect from the day of assumption of duty of the spouse. The COLA amount will only be reduced to UC if the spouse's remuneration package (excluding benefits) exceeds the 7.5% difference between the COLA AC and UC; and
- (vi.) those cases not specifically covered by the measures in shall be referred to the MPSA for the determination of appropriate measures in respect of the percentage of COLA payment.

#### 8.3.8. COST OF LIVING ALLOWANCE (COLA) ADVANCES

The purpose of COLA advances is to assist a designated employee being transferred abroad to meet the expense of essential purchases. To ensure that designated employees and their families and/or dependents do not experience hardships during the initial transfer, the employer may advance a percentage of the annual COLA allowance to such employees.

##### (a) CAR PURCHASE ADVANCE

- (i.) For purposes of purchasing a car, a designated employee being transferred abroad may be granted a Car Purchase Advance of the COLA payable to her/him at the mission to which she/he is being transferred. SMS members are excluded from this provision as provision is made in the all inclusive flexible packages to purchase/lease a car.
- (ii.) The Car Purchase Advance shall be limited to a maximum of 23% of three times the annual COLA payable to an accompanied designated employee on grade level 8.



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- (iii.) A Car Purchase Advance may only be approved in cases where the designated employee actually purchases/leases a car. A designated employee may purchase/lease a new or reliable second hand vehicle.
  - (iv.) A designated employee who is granted a Car Purchase Advance must be bound by means of an appropriate repayment agreement approved by the NT and the advance must be repaid by means of monthly deductions from the designated employee's COLA within a period of 36 months.
  - (v.) No Car Purchase Advance may be granted to any designated employee who has served abroad for more than six calendar months or who has been granted a departmental loan to purchase a car under previously existing measures or in cases where a car has been transported abroad as part of the designated employees' effects at State expense.
  - (vi.) If a designated employee is transferred from one mission to another or back to the RSA, any Car Purchase Advance owing by the designated employee must be converted into the currency applicable at the new mission or into a Rand amount.
  - (vii.) The outstanding balance of the advance must be redeemed immediately where a designated employee sells his/her motor vehicle or for whatever reason resigns from the public service.

(b) **GENERAL ADVANCE**

- (i.) For purposes of purchasing items of diplomatic equipment and related goods a designated employee being transferred abroad may be granted a General Advance of COLA payable to her/him at the mission to which she/he is being transferred. Heads of Mission are not entitled to General Advances to purchase Diplomatic Equipment as these are provided to them.
- (ii.) The General Advance shall be limited to a maximum of 12,5% of the annual COLA amount payable to an accompanied designated employee on grade level 8.
- (iii.) The advance or part thereof may be paid in Rand in the RSA and, if so paid in Rand, the amount repayable must be calculated by using the applicable exchange rate (Rand/applicable foreign currency) that applied on the date of payment to the designated employee.
- (iv.) An designated employee who is granted a General Advance must be bound by means of an appropriate repayment agreement approved by the NT.





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- (v.) The repayment may be a once-off deduction or be repaid in equal monthly deductions from the designated employee's COLA within a period of 12 months.
  - (vi.) No General Advance may, during a tour of duty abroad, be granted to any designated employee who has served abroad for more than two calendar months or a sum of money to assist her/him with the purchasing of diplomatic equipment on being transferred abroad for such tour of duty.
  - (vii.) If a designated employee is transferred from one mission to another or back to the RSA, any General Advance amount owing by the designated employee must be converted into the currency applicable at the new mission or into Rand using the formula below.
  - (viii.) COLA advances are granted based on the level of COLA payable at a particular mission in a particular currency and repayment takes place on the basis of deductions from the COLA payable to the designated employees at such mission. This means that if a designated employee is transferred from one mission to another abroad or from a mission abroad back to the RSA any amount of COLA advance owing by the designated employee must be appropriately adjusted to reflect the change in COL level and currency.
  - (ix.) If a designated employee is transferred from one mission to another abroad, any COLA advance amounts owing must be calculated by applying the following formula:

$$A \times B = D$$

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Where A = the numerical value of the annual COLA amount payable to the designated employee at the grade level applicable to her/him at the new mission with effect from her/his date of transfer

B = the numerical value of the annual COLA amount that would have been payable to the employee at the same grade level referred to for A above at the old mission with effect from her/his date of transfer

C = the numerical value of the amount of COLA advance owing by the designated employee at the old mission on the day before the effective date of her/his transfer.



D = the amount of COLA advance owing by the designated employee in the currency applicable at her/his new mission.

- (x.) If a designated employee is transferred from a mission abroad back to the RSA, any amount of COLA advance owing must be converted to the Rand value using a theoretical norm amount of COLA that would have been payable in Rand value in the RSA. This theoretical COLA amount must be calculated by applying an RSA IERF.
- (xi.) The MIRCO may determine the programme for the introduction of the measures for advances subject to the availability of funds.

#### 8.4. DIFFICULT POST ADDITIONAL COST ALLOWANCE (DPACA) (HARDSHIP ALLOWANCE)

In acknowledging that there are countries in which designated employees serving in foreign missions abroad are exposed to hardships as a result of conditions in such countries, designated employees in these countries are entitled to the payment of a DPACA.

8.4.1. The DPACA is commonly known as the hardship allowance.

8.4.2. The purpose of the DPACA is to assist a designated employee to meet additional expenses resulting from difficult conditions prevailing at the mission where she/he is stationed including expenses resulting from the utilisation of travelling privileges.

8.4.3. DPACA norm amounts and rules governing the payment of DPACA amounts are determined by the MPSA and is attached at Annexure C to this Determination and is depicted at Annexure C

#### 8.4.4. MEASURES FOR DPACA DETERMINATION

- (a) For purposes of DPACA payment, missions are evaluated and classified into four categories based on their difficulty levels, with-

DPACA CATEGORISATION	
Category I	Being the category for which no DPACA is payable.
Category II to III	Being categories for which DPACA is payable
Category IV	Being the category for which the highest rate of the DPACA is payable.

- (b) The relevant measures and applicable procedures for the evaluation and classification of missions are determined by the MIRCO in accordance with



a method and procedure designed within the framework of principles relating to DPACA.

- (c) The evaluation and the classification of missions must be undertaken at least once per year. Where conditions at a mission improve or deteriorate rapidly, reclassification may be done when such changes occur. The MIRCO must, based on the proposed categories, issue a determination in respect of applicable reclassifications.
- (d) The DPACA annual amounts will be payable at the various missions, depending upon the classification of missions into categories as determined by the MIRCO.
- (e) The DPACA monthly amount shall be one twelfth and the daily amount shall be 1/365th of the applicable annual amount.

#### 8.4.5. CALCULATION OF APPLICABLE DPACA AMOUNTS

- (a) The RSA DPACA key norm amount and the US\$ hard currency norm amounts are indicated in Annexure C to this Determination.
- (b) The RSA DPACA key norm amount is converted into the selected hard currency norm amount mentioned above. The RSA amount is converted into applicable foreign currency amounts for each category of designated employee and each mission.
- (c) The current ratio values of DPACA between the different mission categories are:

Mission category	Applicable ratio value
Category I	0% of hard currency norm amount
Category II	100% of hard currency norm amount
Category III	150% of hard currency norm amount
Category IV	200% of hard currency norm amount

- (d) The DPACA annual amounts payable to designated employees differ based on whether they are unaccompanied (U), accompanied by one (A) or more than one dependent (A+). This difference is determined by applying the following ratio values:

- U = An unaccompanied designated employee shall be paid 100% of the applicable DPACA amount;
- A = A designated employee accompanied by one dependent shall be paid 150% of the applicable DPACA amount; and



A+ = A designated employee accompanied by more than one dependent shall be paid 180% of applicable DPACA amount.

- (e) The DPACA amounts payable at the various missions are calculated by applying the following formula:

$$N \times E \times C \times D = Z \text{ (rounded to the nearest Rand amount)}$$

Where:

- N = RSA key amount
- E = Fixed exchange rate
- C = The ratio value of the mission category  
(I = 0, II = 1, III = 1,5 and IV = 2)
- D = The ratio value linked to the designated employee being unaccompanied, accompanied by one dependant or accompanied by more than one dependant
- Z = The annual amount of DPACA payable to a designated employee in the applicable foreign currency which amount must be rounded to be divisible by 12 by dividing the result of the formula by 12, rounding the answer to the nearest whole currency unit (with 0,5 and more being taken to 1 and less than 0,5 being discarded) and multiplying the rounded result by 12.

#### 8.4.6. DPACA RULES OF PAYMENT: DATES OF EFFECT

- (a) On transfer from the RSA to a mission abroad, DPACA shall be paid to a designated employee at the applicable rate from the date of arrival at the mission up to and including the day of transfer back to the RSA.
- (b) On transfer between missions abroad, the designated employee shall be paid the DPACA applicable at the old mission up to and including the date of her/his departure and is paid the DPACA applicable at the new mission from the date following the date of her/his departure from the old mission subject to the rules relating to absences from duty that affect DPACA payment.
- (c) On transfer from a mission abroad back to the RSA, the employee is paid the applicable DPACA up to and including the date of her/his departure from the mission.
- (d) If both members of the married couple are designated employees at a mission, the accompanied DPACA must be paid to the designated employee unless a written request is made by the married couple that the DPACA be paid on a 50/50 basis to each designated employee.



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#### 8.4.7. EFFECTS OF ABSENCE ON THE DPACA PAYOUTS

- (a) If the member designated as the employee for DPACA payment purposes during any given period is absent from duty on annual, sick, maternity or special leave or for other reasons that result in the reduction or discontinuation of DPACA payments to the designated employee, it must be determined whether designating the other member (the spouse) as the designated employee will result in higher DPACA payments during any given period and if this is the case such higher payments must, during the relevant period, be made in lieu of any DPACA payments to the member who was originally designated as the employee.
- (b) Time off afforded to designated employees in terms of the rules governing travelling privileges may not be construed as absence from duty. This is only done for DPACA payout purposes.
- (c) A spouse or child who is absent from the mission for more than 60 days, is during the period from day 61 until such spouse or child return to the mission, not regarded as a dependant for purposes of determining the category of DPACA which the designated employee qualifies for and the DPACA rate payable must be reduced accordingly during the period of absence of such spouse or child.
- (d) Children/spouse stationed in third country (not the mission or the RSA) will be excluded from the determination of the DPACA amount.
- (e) The scenarios applicable in this regard are as follows:
  - (i.) Scenario 1**

A single designated employee – in the case of an employee who is classified as a single employee the UD shall be paid at the prescribed rate applicable.
  - (ii.) Scenario 2**

If one member of a married couple is a designated employee, the amount payable shall be paid to the designated employee taking into consideration the prescribed number of dependants.
  - (iii.) Scenario 3**

If both members of a married couple are designated employees, the amount payable may be paid to the designated employee or split on a 50/50 basis and paid to each employee if requested in writing.
  - (iv.) Scenario 4**

If the members of a married couple are stationed at different cities, the unaccompanied DPACA shall be paid to each designated employee.



(f) DPACA payments in relation to duration of absence:

Nature and duration of absence	DPACA rate
<b>(i.) A Designated Employee Absent From Duty On Paid Annual Leave -</b>	
1 to 60 days	100%
61 days and more	0%
<b>(ii.) A DESIGNATED EMPLOYEE ABSENT FROM MISSION ON OFFICIAL DUTY -</b>	
1 to 60 days	100%
61 days and more	0%
<b>(iii.) A DESIGNATED EMPLOYEE ABSENT FROM DUTY ON SICK LEAVE BUT LIVES IN OFFICIAL QUARTERS AT THE MISSION -</b>	
1 to 60 days	100%
61 days and more	0%
<b>(iv.) A Designated Employee Absent From Duty On Sick Leave And Who Does Not Live In Official Quarters At Mission-</b>	
1 to 60 days	100%
61 days and more	0%
<b>(v.) A Designated Employee Absent From Duty On Maternity Leave But Lives In Official Quarters At The Mission -</b>	
For the duration of the maternity leave applicable in terms of the general measures in the Public Service	100%
<b>(vi.) A Designated Employee Absent From Duty On Maternity Leave And Who Does Not Live In Official Quarters At The Mission</b>	
1 to 60 days	100%
61 days and more	0%



<b>vii.) A Designated Employee Absent From Mission On Leave Other Than Sick, Maternity, Annual Or Special Leave -</b>	
1 to 30 days	100%
31 and more	0%
<b>viii.) A Designated Employee Absent From Duty On Unpaid Leave</b>	
For the duration of this period	0%
<b>(ix.) A Designated Employee Absent From Duty On Special Leave (The HOD Shall Ensure That Her/His Department Has Adopted A Special Leave Policy In Terms Of Paragraph 21 Of The Directive On Leave Of Absence)</b>	
1 to 30 days	100%
31 and more	0%

#### 8.4.8. GENERAL RULES REGARDING THE DETERMINATION AND REVISION OF THE DPACA

- (a) DPACA amounts are derived from a key norm amount determined on implementation of the latest revised FSD.
- (b) Missions are evaluated and classified for purposes of payment of DPACA based on the following guidelines:
  - (i.) DPACA is only payable at missions where conditions are substantially more difficult than in the RSA and where such difficult conditions necessarily result in additional (abnormal) expenses that designated employees have to incur to alleviate the effect of difficult conditions.
  - (ii.) Classification of missions must be based on the following factors-
    - A Risk of contracting communicable diseases.
    - B Standard/availability of medical facilities.
    - C Sanitation standards.
    - D Absence of normal amenities.
    - E Restriction of movement.
    - F Isolation.
    - G Possibilities for local leave.
    - H Security.



I Climate.

J Other hardship factors that cause additional expenses

- (c) When evaluating missions in terms of the above factors, care must be taken to avoid giving weight to difficulty/expense factors that are already provided for by means of the COLA which provides for all normal COL differences.

## 8.5. CHILD ALLOWANCE

8.5.1. Designated employees that have dependent children shall be eligible for the payment of a child allowance.

8.5.2. The purpose of CA is to compensate a designated employee for additional expenditure necessarily incurred by her/him in respect of the maintenance of (a) dependent child(ren) as the direct result of performing foreign service and with due consideration to the fact that changes in the determination of the COLA impacts on the determination of the CA.

### 8.5.3. DETERMINATION OF CHILD ALLOWANCE

- (a) The amounts of CA payable to designated employees and the rules governing the payment of CA are determined by the DPSA.
- (b) The CA is payable to eligible designated employees in respect of each dependent child of such employees.
- (c) The CA key norm amount shall be calculated at 7.5% of the median COLA amount. The CA key norm amount multiplied by the UN RPI and IERF (as applicable to the COLA) will then amount to the CA. This principle shall apply *mutatis mutandis* to the RSA CA amount. The CA amounts are depicted at Annexure D to this Determination.
- (d) The monthly amount payable, in this regard, is one twelfth and the daily amount is 1/365th of the annual amount.
- (e) The annual CA amounts payable to designated employees at the various missions, are determined using the applicable foreign currency calculated from a selected country's currency norm amount using the IERF applicable for the determination of the relevant COLA.

### 8.5.4. RULES OF PAYMENT

- (a) The CA is payable in respect of a dependent child.
- (b) The CA is payable with effect from the day of arrival of the designated employee at the mission up to and including the day of transfer from the mission.
- (c) If a designated employee who is transferred from one mission to another abroad, the CA paid in respect of a child maintained abroad must be paid at the rate applicable at the old mission up to and including the date of the





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designated employee's departure and at the rate applicable at the new mission from the date following the date of the designated employee's departure from the old mission.

- (d) The CA is payable in Rand value in the RSA in respect of a child who is maintained in the RSA and in the applicable foreign currency in respect of a child, who accompanies the designated employee abroad and who is maintained by the designated employee abroad. The onus is on the head of the relevant department to determine where the dependent child is maintained in the RSA or abroad and in cases where these changes, the effective date of change must also be determined.
- (e) If a child is maintained in the RSA and visits parents abroad, the CA is continued to be paid in Rand value in the RSA and vice versa in the case of a child maintained abroad and visiting in the RSA.
- (f) A dependent child who attends school, or studies at a post-school educational institution, abroad away from the parent's/ designated employee's mission as a direct result of foreign service abroad, the CA is payable in the foreign currency applicable to the designated employee's mission. The MIRCO may decide on the measures in this regard.
- (g) If the parents of a dependent are at two different cities and the child resides away from both the parents, 100% of the CA will be paid to the parent who is a designated employee unless a written request is made by the parents that the CA be paid on a 50/50 basis to each parent.
- (h) If a child ceases to meet the definition of a dependent child, the payment of CA must be discontinued with effect from the first of the month following the month in which the eligibility of the child ceased.
- (i) No CA is payable to a designated employee who is reimbursed in respect of a child for boarding school fees.

#### 8.5.5. GENERAL RULES REGARDING DETERMINATION AND REVISION OF THE CA

- (a) The CA is payable in respect of a child who is fully and necessarily dependent upon the designated employee. The CA must be discontinued when the child ceases to be a dependent child.
- (b) The CA is of a compensative nature and is designed to globally assist designated employees with the additional expenditure of maintaining dependent children while serving abroad.
- (c) The CA current key norm amounts are derived from norm amounts determined on implementation of the latest revised FSD.
- (d) If the USA\$ value becomes unsuitable for use as the selected hard currency, the norm amount must be switched to another selected hard currency, as determined by the DIRCO in consultation with the NT, using an appropriate exchange rate.



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- (e) The MPSA shall adjust the CA norm amounts annually with effect from 1 April of each year. Noting that the CA amounts are adjusted as part of the implementation of the revised FSD w.e.f. 1 January 2008 the subsequent adjustment shall be effected w.e.f. 1 April 2010.

## 8.6. REIMBURSEMENT OF SCHOOLING EXPENSES

- 8.6.1. Designated employees with school going dependent children may be reimbursed for expenditure incurred for this purpose. The purpose of reimbursing employees for schooling expenses is to contribute towards the tuition expenses incurred in connection with the school fees of the dependent children of an employee stationed abroad, the schooling expenses shall be paid from the age of 4 months.
- 8.6.2. The purpose to reimburse schooling expenses, is to contribute towards the tuition expenses incurred in connection with the school fees of the dependent children of an designated employee stationed abroad.
- 8.6.3. The full cost of approved tuition expenses will be reimbursed in respect of a dependent child who accompanies a designated employee abroad, limited to a maximum amount based on the average of the tuition fee levels of an approved norm school or a basket of approved norm schools at a particular mission determined by the MIRCO on the recommendation of the HOM.
- 8.6.4. Such norm tuition fee levels may include levels determined for a city in a foreign country other than the country in which the designated employee is stationed in cases where no other practicable arrangement is possible at the country of a mission station.
- 8.6.5. Expensive private schools may not be included in the basket for purposes of norm tuition fee determination.
- 8.6.6. In lieu of the reimbursement of approved tuition expenses abroad, there must be a deduction from the designated employee's RSA salary in respect of each child for an amount equal to the average tuition fees of a basket of RSA norm schools approved by NT on the recommendation of the DIRCO.
- 8.6.7. If a designated employee chooses to have a dependent child educated in the RSA, the cost of boarding school fees may be reimbursed to the designated employee limited to a maximum amount based on the average boarding school fees (tuition fees excluded) of a basket of RSA norm boarding schools approved by NT on the recommendation of the DIRCO.
- 8.6.8. Schooling expenses will only be reimbursed if the child is educated in a third country as a direct result of the foreign service abroad by the parent and limited to the foreign currency of the employee's mission. The MIRCO will determine the measures in this regard.
- 8.6.9. Subject to the exceptions, the reimbursement of approved tuition fees is limited to fees for the primary or secondary school education of a child who attends school in the same country and city in which the designated employee is stationed abroad from the beginning of the school year during which the child will attain the compulsory school going age as determined by the host country (not that of the



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school) up to and including the end of the school year during which the child will complete her/his secondary schooling in the minimum period prescribed by the relevant education authority. For longer than the minimum period prescribed by the host education authority, see below.

8.6.10. The exceptions in respect of which approved or specifically indicated tuition fees may be reimbursed, are the following:

- (a) A child who attends a primary or secondary school in a city abroad other than that in which the designated employee is stationed, provided that the MIRCOC approves the arrangement as being essential.
- (b) A child who follows a correspondence course in primary or secondary education provided that the DIRCO approves the arrangement based on the following considerations that-
  - (i.) suitable school facilities are not available in the country where the designated employee is stationed; or
  - (ii.) the child's primary or secondary schooling would have been disrupted or retarded had she/he been sent to a school on transfer abroad.
- (c) A child who receives additional or pre-school tuition provided that -
  - (i.) pre-school tuition is limited to a period of one year immediately preceding the year in which the child's primary education will commence;
  - (ii.) the HOM confirms that the tuition is essential to ensure that the child's primary or secondary education is not retarded as a result of language problems resulting from the medium of instruction or differences in school years, syllabi or the educational policy and practices of the country in which the designated employee is stationed; and
  - (iii.) fees for additional tuition shall be reimbursed to the employee over and above reimbursement for normal approved tuition fees.
- (d) If a child cannot complete her/his schooling in the minimum period prescribed by the relevant education authorities, as a result of language problems resulting from the medium of instruction or differences in school years, syllabi or the educational policy or practices of the country in which the designated employee is stationed, tuition fees may be reimbursed for an additional period of up to one year with the approval of the HOM.

8.6.11. For purposes of application of the measures relating to the reimbursement of schooling expenses, the following definition shall apply in addition to definitions generally applicable to the FSD:



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### Tuition fees

The payment of tuition fees -

- (a) excludes boarding school fees, subsistence fees, transport expenses, food and drink, school clothes, insurance and expenses relating to extramural activities; and
- (b) includes registration fees; entrance fees; examination entrance fees; cost of books and material; fees for additional compulsory subjects; correspondence tuition fees or additional / pre-school tuition fees and maintenance fees of the school and/or its personnel which devolve without the parents having a choice in the matter. The MIRCO must determine which of these expenses can be included in the maximum amount payable.

8.6.12. The above measures are *mutatis mutandis* applicable to a handicapped child and such cases must be decided upon by the MIRCO taking into account the nature and degree of the handicap and also the fact that designated employees in the RSA are not reimbursed for additional expenses which they have to incur in respect of the school education and/or institutionalisation of their handicapped children which means that designated employees abroad may only be reimbursed for additional expenses resulting from being stationed abroad.

## 8.7. CLOTHING ALLOWANCE

8.7.1. Noting that South Africa does not experience severe winter conditions:

- (a) employees do not purchase and wear clothing for extreme winter conditions;
- (b) appropriate clothing for these severe winter conditions is not available in South Africa and has to be purchased on arrival in a cold climate country,

8.7.2. An employee shall be paid a once off allowance on her/his posting of US\$311 (key norm amount) and for each of the accompanying dependants to assist them to purchase the appropriate clothing. The amount of US\$311 will be converted by the IERF obtained from the UN RPI for each mission. (The clothing allowance is adjusted annually based upon the US CPI.)

8.7.3. This allowance will only be paid to employees posted to Missions categorised by DIRCO as extreme weather Missions. This allowance shall be adjusted annually together with the adjustment of the COLA based upon the US CPI.

## 8.8. SPECIAL TRAVELLING AND LEAVE PRIVILEGES

8.8.1. To ensure that designated employees serving in foreign missions abroad are able to keep in touch with their families in the RSA, designated employees abroad qualify for the travelling privileges stated below.

8.8.2. The purpose of special travelling privileges is to assist an employee stationed abroad to maintain RSA family ties, to attend to her/his personal interests in the RSA, to rest and recuperate in a different environment (particularly where difficult



conditions prevail at a mission) and to have access to shopping and routine health care check-ups that are not available at the location of the mission.

- 8.8.3. Travelling privileges may be granted to the designated employee, to her/his spouse (whether such spouse is employed in a fully remunerated position or not) residing with her/him abroad and to her/his dependent children residing, with her/him abroad. If the employee's spouse does not reside with her/him abroad, travelling privileges may be granted to such spouse on a reversible basis - this means instead of the designated employee visiting the spouse, the spouse shall be allowed to visit the designated employee and therefore the employee forfeits the travelling privilege used by the spouse.
- 8.8.4. The same classification of missions used for the linking of DPACA amounts is used for purposes of linking travelling privileges. The following number of travelling privileges are linked to categories of missions and are in certain cases adjusted as indicated:

Mission Category	Travelling privilege
I	One travelling privilege during a four year duty tour typically after two years' service.
II	Two travelling privileges during a four year duty tour typically after 16 and 32 months' service.
III	Four travelling privileges during a four year duty tour typically at 9 to 10 months' intervals.
IV	Seven travelling privileges during a four year duty tour typically at 6 to 7 months' intervals.

In cases of shorter or longer than normal duty tours, such should be referred to the MIRCO for a relevant decision.

- 8.8.5. If a designated employee is transferred from one mission to another or if a mission is reclassified for DPACA purposes, the following measures must be applied to calculate the number of travelling privileges the designated employee shall qualify for at the new mission:
- (a) All travelling privileges that the designated employee could have qualified for at the old mission lapse.
  - (b) The travelling privileges for which the designated employee can qualify at the new mission must be determined on a pro-rata basis by dividing the probable time (expressed in months) that she/he will spend at the new



mission by the number of standard tour months (i.e. 48) and multiplying the result with the number of travelling privileges linked to the category in which the new mission falls. The result obtained must be rounded by taking fractions of 0,5 and more to 1 and by discarding fractions of less than 0,5.

- (c) If a designated employee being transferred or if a mission is reclassified from a category I to a category II mission or vice versa and such employee has served more than 24 months at the old mission but has not utilised a travelling privilege, the result of the calculation in terms of sub-paragraph (b) must be increased by adding 1 to it.

8.8.6. All travelling privileges are limited to the cost of a return air travel ticket from the mission to Johannesburg for the designated employee and each of her/his eligible dependants residing with her/him abroad.

8.8.7. Designated employees have the choice when utilising a travelling privilege to travel to any destination but in all cases the reimbursable amount, whatever mode of transport the designated employee may use, shall be the actual travelling cost over the most direct route subject to a maximum which is calculated by ensuring that the minimum cost of air travel between the mission and Johannesburg and back avoiding stopovers and taking advantage of discounts that would be available with reasonable planning is applied.

8.8.8. The actual maximum cost must be limited to an economy class return air ticket for each mission and must be determined by the MIRCO. If a designated employee uses her/his privately owned vehicle, reimbursement must be based on the kilometre tariffs provided for in the general measures as contained in Part XI of Annexure B to PSCBC Resolution 3/1999, but no passenger allowance shall be payable.

8.8.9. Designated employees are granted reasonable time off for travelling purposes when a travelling privilege is utilised. Such time off is linked to missions on the basis of a separate classification of missions, which is determined by the MIRCO based on the geographic location of missions and the difficulty/time of travelling from a mission to Johannesburg and back. For this purpose there are three classes of missions with the indicated maximum time off linked to each class which will be determined by the MIRCO in the placement policy of the DIRCO:

- Class D1 - 2 days
- Class D2 - 4 days
- Class D3 - 6 days.

#### 8.8.10. GENERAL RULES REGARDING THE DETERMINATION AND REVISION

- (a) If both a designated employee and her/his spouse is employed at a mission, travelling privileges shall apply only to the designated employee with the spouse being regarded as a dependant.



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- (b) Granting of all travelling privileges is subject to the exigencies of the mission and for the HOM to approve. In the case of a HOM, the MIRCO must approve her/his travelling privileges.
  - (c) No designated employee is entitled to or may be paid any compensation for any unutilised travelling privilege.
  - (d) A designated employee required to perform official duty during a period of utilising of a travelling privilege, shall be paid subsistence allowance in terms of the general measures applicable to employees stationed in the RSA during the time she/he performs official duty, but this shall not apply to her/his dependants. The days on which the designated employee performs official duty shall not be recorded as leave.
  - (e) The MIRCO may determine reasonable levels of excess baggage costs for which a designated employee shall be reimbursed when returning to a mission after utilising a travelling privilege as well as which levels must be linked to the availability of shopping facilities at missions/locations. No expenses other than transportation costs are reimbursable with the exception of excess baggage costs.
  - (f) Travelling privileges for compassionate reasons are granted in terms of the general measures in Part XI of Annexure B to PSCBC Resolution 3/1999 relating to employee travelling and transport applicable to the Public Service.

#### 8.8.11. SPECIAL TRAVELLING PRIVILEGES FOR DEPENDENT CHILDREN

- (a) The purpose of travelling privileges for children is to provide measures to maintain family ties and to prevent the schooling of dependent children from being disrupted.
- (b) Travelling privileges for children shall be granted in respect of a designated employee's dependent child.

#### 8.8.12. RULES OF PAYMENT

- (a) The expenses that may be paid in respect of a travelling privilege for a dependent child are limited to the cost of an economy class return air ticket over the most direct route avoiding stopovers and taking advantage of discounts that would be available with reasonable planning, from the international airport nearest to the child's place of residence to the mission where the employee is stationed, provided that where means of transport other than air travel are used, the most economical means of travel compatible with the safe and suitable conveyance of the child must be used and only the cost thereof may be paid.
- (b) The cost relating to the travelling expenses of a person accompanying a dependent child are not paid for by the State.
- (c) In all cases, a travelling privilege shall be regarded as having been granted during the calendar year.



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- (d) A pre-school child, a child who is at school and a child who is engaged in full-time post-school study in the RSA, qualify for the granting of two travelling privileges per year. The same applies to a handicapped child who, because of physical or mental disability is maintained by the designated employee at a place other than at the mission where she/he is stationed.
- (e) An additional travelling privilege per year may be granted to a child referred to in the previous paragraph to visit her/his parents during a school holiday on condition that the employee makes a contribution of 50% towards the cost of the travelling privilege.
- (f) A dependent child of parents stationed at different missions who resides with one of the parents, qualifies for the granting of two travelling privileges per year to visit the parent stationed at the other mission. An additional travelling privilege per year may be granted to visit her/his other parent during a school holiday on condition that the parent makes a contribution of 50% towards the cost of the travelling privilege. The expenses that may be paid in respect of a travelling privilege for a child may not exceed the cost of an economy class return air ticket over the most direct route avoiding stopovers and taking advantage of discounts that would be available with reasonable planning, from the international airport nearest to the child's place of residence to where the other parent/ designated employee is stationed provided that where means of transport other than air travel are used, the most economical means of travel compatible with the safe and suitable conveyance of the child must be used and only the cost thereof may be paid.
- (g) In exchange for one of the travelling privileges of all the children in the RSA provided for in paragraphs 8.8.12 (d) or 8.8.12 (e), the employee or her/his spouse may be granted a travelling privilege to visit her/his child/children in the RSA. In such a case the expenditure for the State relating to the travelling privilege must be limited to what it would have been, had the relevant child been granted the travelling privilege on the normal basis.
- (h) A child referred to in the previous paragraph who completes secondary school but does not enrol for post-school study on a full-time basis, may on completion of her/his secondary school study, be granted a travelling privilege provided that such travelling privilege commences during the year in which she/he completes school and that the granting of such a travelling privilege does not exceed the number of travelling privileges provided for.
- (i) Where a designated employee wishes to send her/his child residing with her/him abroad, to the RSA to attend school or for post-school study, such journey shall be granted as a special travelling privilege for the child.
- (j) The measure above will not apply in cases where a designated employee is transferred abroad and shortly after the transfer abroad, returns her/his child to the RSA to attend school or for purposes of post-school education. However, if a head of department is satisfied that it was the bona fide intention of the designated employee that the child should accompany





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her/him abroad to attend school or an institution for post-school education abroad, but that unforeseen circumstances made it essential for the child to return to the RSA, such journey may be granted as a special travelling privilege for the child.

- (k) A child who utilises her/his special travelling privilege, referred to in paragraphs 8.8.12(i) and 8.8.12(j) above, to enrol at a school in the RSA may be accompanied by either the employee or the spouse on the basis of a special additional travelling privilege on condition that -
  - (i.) such a special additional travelling privilege may only be granted once to the designated employee/ spouse in respect of each child concerned even though the person is transferred abroad more than once or between missions abroad;
  - (ii.) the travelling privilege applies only in the case of a child who returns to the RSA to attend school and not an institution for post-school education; and
  - (iii.) the head of department is satisfied that normal travelling privileges provided for above, could not have been used by the employee/ spouse for the relevant purpose.
- (l) In cases where a special additional travelling privilege is granted to a designated employee or her/his spouse on the basis set out in the previous paragraph above and the head of department is satisfied that it is impossible for the designated employee to make suitable arrangements for the care of her/his other children at the mission where she/he is stationed during her/his absence, such other children may be allowed to accompany the designated employee/ spouse on the basis of a special travelling privilege for such children. This arrangement should only be allowed in exceptional circumstances with prior approval from the head of the department.
- (m) A travelling privilege on a one-way basis may be granted in the case of -
  - (i.) A child returning to the RSA after completion or cessation of her/his studies abroad to take up employment in the RSA if the employer does not provide such transport privileges; and
  - (ii.) A child returning to the RSA for purposes of post-school education on condition that the child does in fact commence such studies at an institution for post-school education at the start of the ensuing academic year,

provided that in both cases above, the child was a dependant of the designated employee immediately prior to the date of such travel to the RSA.



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### 8.8.13. GENERAL RULES

- (a) In the case of travelling privileges granted to and in respect of children of divorced parents, the children of both the designated employee and her/his spouse shall receive equal treatment.
- (b) Granting of travelling privileges to designated employees and also to spouses who are employed as transferred employees at a mission, to visit and accompany children shall be subject to the exigencies of the mission and, therefore, to the approval of the HOM and, in the case of the HOM, to the approval of the MIRCO.
- (c) No designated employee or child is entitled to or may be paid any compensation for any unutilised travelling privilege.

### 8.9. TRANSFER COSTS (RESETTLEMENT EXPENDITURE)

- 8.9.1. Employees designated to serve in foreign missions may be required to resettle.
- 8.9.2. The purpose of this benefit is to assist the employee with her/his actual expenses in respect of resettlement costs incurred by her/him and her/his immediate family as a result of a need to resettle at the beginning and at the end of the official tour of duty. The provisions contained in Part XV of Annexure B to PSCBC Resolution 3 of 1999 apply *mutatis mutandis*.
- 8.9.3. The MPSA must, after the receipt of a proposal from the MIRCO, determine relevant policy and measures to be applied on condition that:
  - (a) The determination by the MPSA shall include the amount that may be reimbursed to or paid on behalf of an employee to assist the designated employee with the duties and taxes payable in respect of the transportation of one passenger vehicle;
  - (b) The nature of the passenger vehicle to be transported must be prescribed by the MPSA, on transfer of the designated employee back to the RSA;
  - (c) Where both a designated employee and her/his spouse are employed at a mission abroad, the relevant amounts of assistance may be paid/reimbursed only in respect of one vehicle when they are transferred back to the RSA. Duty and taxes shall be paid in terms of SARS measures up to a prescribed maxima on return to South Africa; and
  - (d) The MIRCO must make the proposal to the MPSA, after consulting other affected departments.
- 8.9.4. The policy and measures determined by the MPSA above will be conveyed to affected departments by means of a circular to be issued by the DIRCO.

### 8.10. PROVISION OF FURNISHED DWELLING ABROAD (OFFICIAL QUARTERS)

- 8.10.1. It is important that designated employees serving in foreign missions abroad are provided with decent accommodation.



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- 8.10.2. The purpose of the provision of dwelling accommodation and related services to designated employees abroad is:
- (a) to ensure that designated employees are suitably housed to perform their official functions;
  - (b) to avoid difficulty with finding suitable accommodation when a designated employee is transferred abroad;
  - (c) to avoid the cost and complexity of transporting a designated employee's furniture to foreign countries; and
  - (d) to enable a designated employee to become functionally effective in the shortest possible space of time.
- 8.10.3. A designated employee stationed abroad shall be provided with furnished accommodation free of charge. Rates and taxes and customary service charges such as water, electricity, gas and refuse removal as well as maintenance of the dwelling and its grounds is paid for by the State on the basis and within the limits prescribed by the MIRCO.
- 8.10.4. This prescriptive power of the MIRCO must, in regard to dwellings purchased or erected by the State, be exercised within policy framework determined by the Minister of Public Works. The MIRCO must in particular determine measures dealing with the following:
- (a) Arrangements which are not specifically prescribed elsewhere relating to the settling in and out of accommodation by designated employees.
  - (b) The exact nature and levels of service charges excluding telephone services that are paid for by the State.
  - (c) The exact aspects and items of maintenance that are the responsibility of the designated employee and the State, respectively.
  - (d) The respective responsibilities of the State and the employee with regard to the insurance of the contents of official quarters and the personal effects of designated employees.
  - (e) The responsibilities and liability of the designated employee relating to care of and damage to official accommodation, fittings, equipment and furniture.
  - (f) The MIRCO must ensure that designated employees are placed in official accommodation within the shortest possible time, after arriving at a mission and that they remain in such accommodation until as shortly as possible before leaving on transfer so as to save expenditure on the hotel accommodation of such employees. The acquisition of accommodation and the readiness thereof for occupancy must be properly synchronised with transfers abroad and back to the RSA.



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## 8.11. OFFICIAL JOURNEYS WHILE SERVING ABROAD (KILOMETRE TARIFFS)

- 8.11.1. When designated employees serving abroad are required to perform official duty away from their mission stations, they will be entitled to reimbursement for kilometres travelled as provided for in paragraph 8.11.2 to 5 below.
- 8.11.2. The purpose of these measures is to ensure economy, appropriateness and uniformity taking into account the diplomatic position and/or rank of an employee as well as the circumstances and purpose of travelling.
- 8.11.3. The MIRCO must, after consulting other affected departments, determine the relevant policy and measures for the use of this benefit.
- 8.11.4. To ensure appropriate standardisation, the MIRCO is authorised by the national Department of Transport to determine the kilometre tariffs (distance allowance) payable to designated employees who use their private vehicles for purposes of employee duty abroad provided that such tariffs must be based on the principle of being re-imbursive for expenditure incurred.
- 8.11.5. Kilometre tariffs must be based on an authoritative transport cost index, which accurately reflects the kilometre costs for appropriate categories of vehicles in the various countries.
- 8.11.6. The policy and measures and kilometre tariffs referred to above must be made available by the DIRCO to all affected departments by means of a circular.

## 8.12. REIMBURSEMENT OF ENTERTAINMENT EXPENSES

- 8.12.1. Designated employees will, from time to time, be expected to entertain people as a means to promote the RSA.
- 8.12.2. The purpose of this benefit is to reimburse a designated employee for direct expenses incurred in respect of entertainment aimed at the promotion/achievement of a mission's representational objectives within the overall guideline of promoting South Africa's interests abroad.
- 8.12.3. Entertainment expenses may only be reimbursed in respect of entertainment approved in accordance with arrangements determined by the MIRCO.
- 8.12.4. All official entertainment must be properly controlled by means of timeous approval after envisaged entertainment actions have been properly evaluated in the light of representational objectives and on the basis of properly documented claims.

## 8.13. ACCOMMODATION AND SUBSISTENCE ALLOWANCE FOR DESIGNATED EMPLOYEES SERVING ABROAD

When, as a result of official duty away from mission station, designated employees will be expected to sleep over, the following will apply:

- 8.13.1. The purpose of this benefit is to assist the designated employee to meet the reasonable costs of travel and/or accommodation for official purposes.



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- 8.13.2. The general measures in this regard are set out in Parts XI and XII of Annexure B to PSCBC Resolution 3 of 1999 except that where provision is made in paragraph 1 in the said Part XI above for heads of departments to determine policy and detailed measures within the limits set by the general measures, the MPSA must, after receipt of a proposal from the MIRCO compiled after consulting other affected departments, determine such policy and detailed measures.
- 8.13.3. As regards the rates of subsistence allowance payable to designated employees when performing official duty away from their headquarters abroad, the MPSA may, after receipt of a proposal from the MIRCO, determine rates lower than those prescribed in the general measures in respect of groups and classes of designated employees based on circumstances that have the result that designated employees have lower levels of expenditure.
- 8.13.4. The policy and measures determined by the MPSA in terms of sub-paragraph 2 above, must be made available by the DIRCO to affected departments by means of a circular.

#### 8.14. MEDICAL ASSISTANCE

To ensure that designated employees serving in foreign missions abroad do not experience hardships with regard to their needs for medical care, these employees are eligible for assistance provided for in the rest of this paragraph below:

- 8.14.1. The purpose is to render assistance with the cost of medical and related services to designated employees as well as their dependants who are stationed abroad or who are on official visits abroad.
- 8.14.2. The general measures relating to medical assistance for employees stationed abroad are set out in Annexure 1 to PSCBC Resolution 11 of 2000.
- 8.14.3. The MIRCO is responsible for the determination of measures and establishment of procedures to ensure that claims for medical assistance by designated employees stationed abroad are correctly and expeditiously dealt with.

#### 8.15. HEAD OF MISSION (HOM) PRIVILEGES

- 8.15.1. Heads of Missions have the following privileges:
- 8.15.2. The purpose of HOM privileges is to give recognition to the special position and representation responsibilities of the HOM.
- 8.15.3. HOM privileges are determined by the MIRCO subject to any policy guidelines laid down by controlling departments/institutions/persons and may entail elements such as:
- (a) Provision of official transport including chauffeurs;
  - (b) Provision of cutlery, crockery and other items of diplomatic equipment;
  - (c) Provision and maintenance of household appliances;
  - (d) Maintenance of residence and furnishings;



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- (e) Maintenance of gardens;
  - (f) Provision of domestic servants; and
  - (g) Provision of telephone facilities.

8.15.4. HOM privileges may not include any remunerative, compensative or reimbursive payments other than those provided for in this Determination or in the measures generally applicable to the Public Service.

8.15.5. HOM privileges may only be granted to employees who have been formally designated as HOM's or who are appointed to act as a HOM for a period as determined by the MIRCO.

#### 8.16. SPECIAL/ EMERGENCY MEASURES

In the event of special circumstances such as the outbreak of war or hostilities or the occurrence of natural disasters, the MIRCO may apply measures to ensure the safety of designated employees and their households and, within reason, to prevent designated employees from suffering financial losses or hardship, provided that measures must be reported to the NT and the DPSA as soon as possible after the event in order to obtain *ex post facto* approval where necessary and also to obtain approval for the continuation of special measures where necessary.

#### 8.17. ARRANGEMENTS FOR THE CO-ORDINATED ADMINISTRATION OF THE FSD

8.17.1. Administration and co-ordination of the FSD is critical to ensure that the dispensation is applied correctly and equitably.

8.17.2. The promotion of the co-ordinated development and administration of the FSD shall be undertaken by a body named the Foreign Service Dispensation Co-ordinating Committee (FSDCC).

8.17.3. Each department that has designated employees serving abroad shall be represented on the FSDCC by a permanent representative who must be a SMS member/ senior employee mandated by her/his department. The FSDCC shall be chaired by a SMS member of the DIRCO, designated by the MIRCO.

8.17.4. The FSDCC may allow expert employees to attend meetings of the FSDCC as observers and/or to give expert policy advice or guidance.

8.17.5. All representations to the FSDCC in respect of the amendments to the FSD must be channelled through the DIRCO.

8.17.6. The FSDCC may propose changes regarding the FSD to the MPSA through the MIRCO.

#### 8.18. GENERAL INFORMATION RELATING TO THE FSD

Other elements of the FSD are detailed below.



#### 8.18.1. SERVICE BONUS

The service bonus payable to designated employees shall be payable in terms of the general prevailing provisions in Rand value in the RSA as contained in Part 1 of Annexure B to PSCBC Resolution 3 of 1999, read with Resolution 7 of 2000, and the calculation method in the Financial Manual on Remunerative Allowance and Benefits as well as Chapter 3 of the SMS Handbook (on the 13<sup>th</sup> cheque). This benefit is taxable in the normal manner as for all employees.

#### 8.18.2. CRYPTOGRAPHIC ALLOWANCE

The cryptographic allowance shall be payable to designated employees in the normal manner in Rand value in the RSA as for other public servants. Part XXV of Annexure B to PSCBC Resolution 3 of 1999 sets out the measures in terms of which this allowance is payable. The tariff is updated annually in the Financial Manual on remunerative allowances and benefits.

#### 8.18.3. OVERTIME PAY

Overtime shall be payable in terms of the general prevailing provisions in Rand value in the RSA as contained in Part VII of Annexure B to PSCBC Resolution 3 of 1999 and Regulation D of Part V of Chapter 1 of the Public Service Regulations, 2001, as amended, and the Determination on Working Time.

#### 8.18.4. HOME OWNER ALLOWANCE

Home owner allowance shall be payable to designated employees maintaining a dwelling that accommodates their dependents in the RSA as per the Determination on Housing. The occupancy requirement is *inter alia* waived in the case of an employee who has been transferred abroad for official duties, and who can no longer occupy her/his own home as a result thereof.

#### 8.18.5. PAYMENT TO ASSIST WITH COST OF IMPORTING A CAR

See paragraph 8.9.3(b) above.

#### 8.18.6. PENSION

Pension contributions shall be payable by designated employees in the normal manner in Rand value based on the RSA salary paid to designated employees transferred abroad.

#### 8.18.7. LEAVE

Designated employees shall be entitled to leave as provided for in the Determination on Leave of Absence in the Public Service.

### 9. GENERAL

- 9.1. For the smooth application of this Determination the following must be taken into consideration:



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- 9.1.1. This Determination must be read in conjunction with general measures governing the Public Service. No terms and conditions other than those provided for in this Determination and in the measures generally applicable to the Public Service may be applied to designated employees. Except where other measures are explicitly set out or provided for in this Determination, the general measures applicable to the Public Service must be applied to designated employees.
- 9.1.2. Heads of departments whose departments' designated employees are affected by the provisions of this Determination or where specifically indicated as such in this Determination, the DGIRCO may prescribe aspects thereof in detail for purposes of application and departmental practices but such detailed measures may not conflict with the measures set out in this Determination.
- 9.1.3. On being transferred or appointed abroad a designated employee must be provided with a copy of this Determination and it must be pertinently brought to the designated employee's attention that the COLA, DPACA and CA are of a cost compensative nature and may therefore be increased or reduced from time to time as and when factors underlying the level of such allowances and/or the classification of a mission change.
- 9.1.4. In cases of duty tours shorter or longer than the standard four year tour, the short/long term assignment policy, determined by the MIRCO, will apply.
- 9.1.5. Taxation on the FSD on behalf of designated employees shall be collected in the RSA through the payroll (FSPRS) system.
- 9.1.6. In the case of FSD elements where payment is made in foreign currency, the MIRCO may decide on the currency in which payment shall be made after other affected departments have been consulted and subject to the following guidelines -
- (a) As far as possible the local currency of the relevant country should be used to avoid designated employees having to spend time and effort to exchange currency for purposes of local purchasing.
  - (b) The currency must not be readily susceptible to or have a history of acute fluctuation against major currencies and in this regard the reality or possibility of high internal inflation must be taken into account.
  - (c) The currency must be readily exchangeable into the local currency of the relevant country.
  - (d) The currency must be readily exchangeable into one or more of the major currencies.
  - (e) Unless there are good reasons for acting to the contrary, currencies which employ fixed exchange rates *vis-à-vis* other currencies should not be chosen.
  - (f) The currency should enjoy acceptability not just in the relevant country but preferably also in the region in which the country is situated.





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- (g) The currency used in a country should be evaluated regularly (at least annually) to ensure that it is still the most appropriate currency for the relevant country.
  - (h) Before deciding upon a currency change or choice the South African Reserve Bank should be consulted.

**10. TRANSITIONAL ARRANGEMENTS TO FACILITATE THE IMPLEMENTATION OF PSCBC RESOLUTION 1 OF 2008**

- 10.1. The implementation of the reduced allowances for specific missions as per the revised Determination in relation to those employees who are still with the same missions at the time of the implementation and communication dates and received higher allowances as per the pre-revised Determination.**

These employees should retain the higher allowances as personal until such time it is overtaken by future adjustments in the allowances. This arrangement shall terminate once the employee is transferred back to South Africa or another mission where different allowances apply.

- 10.2. The implementation of the reduced allowances for specific missions as per the revised Determination in relation to employees who were transferred back to South Africa during the period 1 January to 30 April 2008 and received higher allowances as per the pre-revised Determination.**

These employees should retain the higher allowances as personal until such time that the said allowance is overtaken by future adjustments. This arrangement shall terminate once the employee is transferred back or to another mission where different allowances apply.

- 10.3. The implementation of the reduced allowances for specific missions as per the revised Determination in respect of employees who were posted to a mission and assumed duty between 1 January 2008 and 30 April 2008 but received higher allowances as per the pre-revised Determination.**

These employees should retain the higher allowances as personal until such time that the said allowance is overtaken by future adjustments. This arrangement shall terminate once the employee is transferred back to South Africa or another mission where different allowances apply.

- 10.4. The implementation of the reduced allowances for specific missions as per the revised Determination in relation to those employees who were notified of their posting to a mission with effect from a date between 1 January 2008 and 30 April 2008, but did not assume duty at the mission yet and/or assumed duty on a date after the date of the official communication on the posting.**

Since these employees did not receive at the time of the implementation of the revised Determination any higher allowances that warrant specific transitional arrangements, they should receive the allowances that are applicable from the date that they physically assume duty at the relevant mission.



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## PART 2: ALLOWANCES PAYABLE IN TERMS OF THE DETERMINATION ON THE FSD

The following Annexures are attached to Part 2:

Annexure A: Cost of Living Allowance (COLA): Accompanied

Annexure B: Cost of Living Allowance (COLA): Unaccompanied

Annexure C : Difficult Post Additional Cost Allowance (DPACA)

Annexure D: Child Allowance (CA)

Annexure E: Clothing Allowance